

NIH Administrative Internship Programs' Awards

2009 Handbook

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Table of Contents

General Award Information.....	3
Purpose of this Handbook.....	3
Purpose of the Administrative Internship Programs' Awards	3
Nature and Presentation of the Awards	3
Nomination and Selection Information.....	3
Overview of the Nomination Process	3
Guidelines and Tips for Writing the Nomination Justification.....	4
Selection Process	5
ATC Intern Awards Committee Information.....	6
Preparing for the Graduation Ceremony	6
ATC Intern Awards Committee.....	6
Roles and Responsibilities of Internship Program Managers	7
Intern Awards Summary (pg 8-9)	8
Intern of the Year Award	10
Intern Leader Award	11
Intern Innovator Award.....	12
Intern Collaborator Award.....	13
Peer Recognition Award	14
Outstanding Rotational Supervisor Award	15
Outstanding Mentor Award	16
Outstanding Advocate Award.....	17
Appendix: Nomination Form.....	18

General Award Information

Purpose of this Handbook

This handbook provides guidance for the preparation and submission of nominations for the NIH Administrative Internship Programs' Awards:

Intern of the Year Award
Intern Leader Award
Intern Innovator Award
Intern Collaborator Award
Peer Recognition Award
Outstanding Rotational Supervisor Award
Outstanding Mentor Award
Outstanding Advocate Award

Purpose of the Administrative Internship Programs' Awards

Federal agencies increasingly look to Internship programs to identify and groom future Federal government leaders; however, there are currently limited opportunities for Interns, fellows, mentors, and rotational supervisors involved with these programs to receive formal recognition at NIH for outstanding contributions and demonstrated leadership.

The purpose of the NIH Administrative Internship Programs' Awards is to recognize the outstanding contributions Administrative Interns make to the NIH community and the Federal government, as well as recognizing exceptional staff that work with and provide guidance to these Interns.

Nature and Presentation of the Awards

The Awards are in the form of a certificate plaque presented to the award recipients at the annual Intern Graduation Ceremony, held in late summer/early fall.

Nomination and Selection Information

Overview of the Nomination Process

Nominations open with an e-mail call for nominations announcement from the ATC Intern Awards Committee Chairperson (2009: Maureen Gormley, NIH/CC). This announcement is directed to the Intern community and those individuals who have played an instrumental role in the graduating Interns' development. The announcement specifies the names of the graduating Interns eligible for recognition and other pertinent facts relating to the Awards. The nomination period opens the first business day in June (Monday, June 1, 2009) and closes the last business day in June (Tuesday, June 30, 2009).

Only graduating Interns and Fellows (henceforth referred to as Interns) affiliated with Administrative Internship Programs at NIH (i.e., Administrative Fellows (AF), Emerging Leaders (EL), Management Interns (MI), Presidential Management Fellows (PMF), STRIDE, and IC-specific programs, such as the NCI Administrative Career Development (NCI ACD Program)), and those who worked with or mentored a graduating Intern are eligible for these awards.

Nominations for all Administrative Internship Programs' Awards must be submitted electronically using the Administrative Intern Programs' Awards nomination form. An electronic version of the nomination form may be found at <http://trainingcenter.nih.gov/Internawards>. Nominations are submitted electronically via the website or to the Executive Secretary of the ATC's Intern Awards Committee via email to Internawards@mail.nih.gov. Questions regarding these awards should be submitted to this mailbox as well.

Guidelines and Tips for Writing the Nomination Justification

Nomination justifications must be written on the Administrative Intern Programs' Awards nomination form and submitted **electronically** to the Executive Secretary of the ATC Intern Awards Committee. **Nominators should save the completed document using the following format:** Nominee Name-Award Category-Date. Example: *SmithJ-Intern Innovator-2007*. An electronic version of the nomination form may be found at <http://trainingcenter.nih.gov/internawards>.

Submissions must be received by COB the last business day of June (June 30, 2009).

The narrative justification should focus on the nominee's accomplishments/contributions as they relate to the specified award criteria. Cited actions, their impact and significance are important and should be stated clearly. Therefore, please give **specific examples**. Keep the justification simple but comprehensive. A neutral party should be able to read the narrative and, based on the justification alone, understand the reason for the proposed award and determine award recipients.

Provide enough detail in the nomination form to allow the selection committee to accurately evaluate the nominee's work. Use language that is written for the lay-person; avoid jargon and acronyms. The entire written nomination **must not** exceed two pages

total. Any part of the nomination that exceeds the two page limit will not be reviewed by the Committee.

Selection Process

The ATC Intern Awards Committee is responsible for the oversight of these awards and the selection of all award recipients. The Committee shall be comprised of a Chair (the Past Chair of the ATC) and at least one representative from each of the ATC program subcommittees (e.g Administrative Fellows, Emerging Leaders, Management Interns, and Presidential Management Fellows). The Committee will review the nominations and select award recipients for the Intern-specific awards (i.e., Intern of the Year, Intern Leader, Intern Innovator, Intern Collaborator, and Peer Recognition). At the discretion of the Chair, the Immediate Past Chair of the ATC Intern Award Committee may be invited to serve on the ATC Awards Committee in an advisory capacity. A Subcommittee of the ATC Intern Awards Committee, comprised of ATC Externs from the various Administrative Internship Programs at NIH, will review the nominations and select award recipients for Outstanding Rotational Supervisor, Outstanding Mentor, and Outstanding Advocate. The Chair will assist this Subcommittee as needed, and will cast the deciding vote in the event of a tie.

No eligible nominee shall receive more than one award, regardless of the number of nominations they received. The only exception to this rule is that a nominee **may receive** one of the above mentioned Intern-specific awards **and** the Peer Recognition award.

From the close of the nomination period (end June) until one month prior to the Intern Graduation Ceremon (July), the ATC Intern Awards Committee will:

1. review the nomination forms of all eligible candidates;
2. select the Intern of the Year based on the overall best nominee from the Intern Leader, Intern Innovator, and Intern Collaborator nominations
3. select up to two recipients each for the Intern Leader, Intern Innovator, and Intern Collaborator awards
4. select up to one recipient per Intern program for the Peer Recognition award (no more than 5 awards)
5. select up to two recipients each for Outstanding Rotational Supervisor, Outstanding Mentor, and Outstanding Advocate awards
6. draft a one sentence citation, based on the nomination content, for each award recipient which will be placed on the award plaque
7. forward the names of the award recipients to the ATC Chairperson and the Deputy Director of Management (DDM) for their concurrence
8. forward the names of all award recipients, and their nominators, to the Intern Program Manager responsible for overseeing the Intern Graduation Ceremony (2009: Cheronn Collins) preparations for follow-up purposes.

ATC Intern Awards Committee Information

Preparing for the Graduation Ceremony

The award selection process must be completed no later than one month prior to the Intern Graduation Ceremony to allow sufficient time to obtain certificate plaques.

The Intern Program Manager providing oversight to the Intern Graduation Ceremony (2009: Cheronn Collins) will order the award recipients certificate plaques. Certificate plaques will be ordered no later than one month prior to the Intern Graduation Ceremony.

The Intern Graduation Committee is responsible for assembling the certificate plaques.

ATC Intern Awards Committee

If a member of the ATC Intern Awards Committee has a conflict of interest with any nominee, or is themselves a nominee, that member shall immediately notify the Chair of the conflict and recuses themselves from the discussion for that particular award.

The ATC Intern Awards Committee Chairperson is responsible for:

1. Composing and sending the Call for Nomination email to all pertinent members of the Intern community (as compiled by Executive Secretary);
2. Convening and leading the ATC Intern Awards Committee throughout the selection process;
3. Participating in the ATC Intern Awards Subcommittee of Externs, which is charged with selecting award recipients for the Outstanding Rotational Supervisor, Outstanding Mentor, and Outstanding Advocate awards;
4. Forwarding the names of award candidates to the ATC Chairperson and DDM for concurrence; and
5. Forwarding the names of the award recipients, and their nominators, to the Program Manager responsible for providing oversight to the Graduation Committee.

The Executive Secretary to the ATC Intern Awards Committee is responsible for:

1. Coordinating a data call to graduating Interns to collect a comprehensive list of people associated with the Internship programs (e.g. supervisors, rotational supervisors, mentors, etc.);
2. Responding to questions and requests from the community regarding the awards;
3. Receiving completed nomination forms;
4. Vetting nomination forms to ensure eligibility for consideration and following up with the nominator accordingly;
5. Cross-referencing NIH Director's Award for Mentoring recipients against the names of Outstanding Mentor nominees. (Recipients of the current year's NIH

- Director's Award for Mentoring are ineligible for consideration for the Outstanding Mentor award.)
6. Compiling and copying submitted nomination forms for Committee members (If the nomination form is over two pages, shall provide only the first two pages of the nomination form.);
 7. Attending and recording minutes of all ATC Intern Award Committee and Subcommittee meetings; and
 8. Sending follow-up thank you/confirmation of nomination receipt email to all nominators.

Roles and Responsibilities of Internship Program Managers

The Program Managers of eligible Intern Programs play an important role in this recognition program. Specifically, Program Managers are responsible for:

1. Gathering/maintaining a comprehensive list of all individuals associated with the Intern community. The list shall include the names and email addresses of the following cohorts, in particular:
 - a. Graduating Interns within the program;
 - b. Rotational Supervisors who worked with the graduating Intern at any time during the term of the Intern's program;
 - c. Graduating Interns' Mentors;
2. Forwarding this comprehensive list to the ATC Intern Award Committee Chair before the nomination period opens.

In addition, the individual Program Manager responsible for oversight of the Graduation Committee (2009: Cheronn Collins) shall be responsible for:

1. Receiving the names of the award recipients, and their nominators, from the ATC Intern Award Committee Chairperson and forwarding this information to the appropriate Graduation Committee subcommittees;
2. Ordering plaques for award recipients;
3. Printing certificates for said plaques;
4. Contacting non-Intern award recipients to invite them to attend the Graduation Ceremony; and
5. Contacting all nominators of award recipients to alert them of their nominee's selection and invite them to attend the Graduation Ceremony.

The remainder of this Award Handbook contains more detailed descriptions for each type of award.

Intern Awards Summary (pg 8-9)

	Intern of the Year	Intern Leader	Intern Innovator	Intern Collaborator	Peer Recognition	Rotational Supervisor	Mentor	Advocate
Description	Significant contributions to NIH and/or HHS goals and programs in a way that reflects positively on NIH Admin Intern Programs. Should represent the strongest overall Intern nomination.	Demonstrates the skills and passion for leadership through a clear and motivating vision, strong communication skills, and the capacity for influencing others in a respectful and effective way to better the organization.	Creation of a novel program, solution or idea that supports or improves the efficiency and operation of the Internship program or the IC/office in which they rotated.	Routinely provides a necessary, supporting role in developing/strengthening programs or projects and is viewed by many as a solid "team player" who has provided significant, valuable input and/or volunteered for unpopular tasks that have been critical to the success of programs and projects.	Has made significant contributions to the Intern program and/or the Intern community as recognized by their fellow Interns. Demonstrates an "above and beyond" attitude and is a reliable member of and contributor to the Intern community.	Recognize the effort of outstanding Rotational Supervisors who have made significant contribution toward the professional development of Interns.	Aiding the mentee to find targeted, challenging and appropriate rotational assignments, serving as a technical resource, supporter and guide as the mentee goes through the program.	Recognizes individuals that have enhanced the Intern's experience, either assisting in completion of rotational assignments, development of their IDP, or increasing the Intern's knowledge or understanding of NIH/DHHS/government policies and processes.
Criteria 1	Impact of Accomplishment	Building Coalitions	Creativity	Team Player	Resourcefulness	Communication	Skill Development	Advocacy/Support
Criteria 2	n/a	Strategic Thinking	Problem-Solving	Communication	Program Commitment	Rotational Design	General Mentoring Skill	Teaching Ability
Criteria 3	n/a	Results Focused/Visionary	Continuous Improvement	Supporter	Teamwork	Mentorship	Impact on Mentee	Leadership/Public Service Orientation

	Intern of the Year	Intern Innovator	Intern Collaborator	Intern Leader	Peer Recognition Award	Rotational Supervisor	Mentor	Colleague
# Given	0-1	0-2	0-2	0-2	0-1/program area (i.e. up to 5)	0-2	0-2	0-2
Eligibility	Graduating Interns	Graduating Interns	Graduating Interns	Graduating Interns	Graduating Interns; Because this is a peer-to-peer award, Interns would be eligible to receive this along with another award.	Rotational supervisors	Mentors of record of graduating Interns (Current year recipients of the NIH Director's Award for Mentoring are not eligible.)	Any person that a graduating Intern has worked with, except their formal mentor, excluding other graduating Interns. Excludes other Interns currently in the program or graduating.
Nominations Accepted From	NONE: Interns will not be nominated for this award directly. Award will be given to BEST (or highest scoring) nomination of all.	NON-INTERNS: Any NIH or other federal employee who has worked directly with the graduating Intern. (Interns may not nominate themselves or other Interns.)	NON-INTERNS: Any NIH or other federal employee who has worked directly with the graduating Intern. (Interns may not nominate themselves or other Interns.)	NON-INTERNS: Any NIH or other federal employee who has worked directly with the graduating Intern. (Interns may not nominate themselves or other Interns.)	INTERNS: Any Intern in any of the programs, including first year Interns AND former Interns within one year of graduation.	INTERNS: Graduating Interns that worked directly with the nominee.	INTERNS: The nominee's mentee.	INTERNS: Graduating Interns

Intern of the Year Award

Purpose

This award recognizes the impact of an Intern's accomplishment and the significance of that accomplishment on the NIH. It is derived from the best overall nominee for the Intern Leader, Intern Innovator, and Intern Collaborator Awards. The purpose of the Intern of the Year award is to spotlight an outstanding individual among the class of graduating Interns.

Timeframe Covered by the Award

Graduating Interns are eligible for this award for activities/accomplishments that occurred at any point during their Internship program.

Eligibility

An Intern cannot be directly nominated for Intern of the Year. An Intern must have received a nomination in the Intern Leader, Intern Innovator, and/or Intern Collaborator Award categories.

One Intern will receive this award.

Evaluation Criteria

The Committee will determine the best overall nomination from the Intern Collaborator, Intern Innovator or Intern Leader Award categories. They will base their determination on the overall impact of the Intern's accomplishment and their interpretation of the significance of that impact.

Intern Leader Award

Purpose

This award acknowledges the outstanding contribution Interns make to the IC through which they rotate and/or the other NIH- or HHS-wide activities in which they participate, thereby enhancing the visibility and reputation of the Administrative Interns and Fellow within the NIH community. This individual has inspired and motivated others to perform at their highest level through their ability to create a shared vision and to make sound decisions that took into account objectives, risk, and implications. The purpose of this award is to recognize an Intern who has displayed extraordinary leadership which moved forward the mission of the Internship program or the IC/office in which they rotated.

Timeframe Covered by the Award

Graduating Interns may be nominated for activities/accomplishments that occurred at any point during their Internship program.

Eligibility

All Interns graduating within the calendar year are eligible to be nominated for this award.

Any NIH staff person or other federal government employee/retiree who has worked directly with a graduating Intern may submit a nomination for this award. Interns may not nominate another Intern, or themselves, for this award.

No more than two individuals will be selected to receive the Intern Leader Award.

Evaluation Criteria

Nominations will be evaluated based on the following criteria:

Building Coalitions: The Intern worked effectively with others and leveraged information within their own area, across NIH, within HHS, and/or across the scientific community. The Intern recognized the importance of cooperation and collaboration in achieving the desired results.

Strategic Thinking: The Intern demonstrated an extraordinary ability to analyze obstacles and problem solve solutions to ensure desired outcomes were achieved. The Intern displayed resourcefulness in addressing problems/obstacles. The Intern's decisions promoted an environment that supported and capitalized upon the diversity of viewpoints and group members. The Intern possessed a high level of self awareness that enabled him/her to remain non-judgmental, curious and open to new information and novel ideas.

Results Focused/Visionary: The Intern built and shared a compelling view of the direction of the group as a means to engage and motivate others toward a common goal. The Intern was able to understand and not lose sight of the bigger picture, even when others became mired down in minor details. The Intern demonstrated an optimism that inspired others to translate the vision into action.

Intern Innovator Award

Purpose

This award is given to an Intern who created a novel program, solution or idea that supports or improves the efficiency and operation of the Internship program or the IC/office in which they rotated. The purpose of the award is to encourage innovative thinking and creativity in improving the efficiency or operation of the program/IC/office.

Timeframe Covered by the Award

Graduating Interns may be nominated for activities/accomplishments that occurred at any point during their Internship program.

Eligibility

All Interns graduating within the calendar year are eligible to be nominated for this award.

Any NIH staff person or other federal government employee/retiree who has worked directly with a graduating Intern may submit a nomination for this award. Interns may not nominate another Intern, or themselves, for this award.

No more than two individuals will be selected to receive the Intern Innovator Award.

Evaluation Criteria

Nominations will be evaluated based on the following criteria:

Creativity: The Intern demonstrated the ability to invent and apply novel ideas, approaches or concepts to the present situation.

Problem solving: The Intern demonstrated an extraordinary ability to analyze obstacles and develop solutions to ensure desired outcomes were achieved, while also maintaining a clear vision and not losing sight of the bigger picture.

Continuous Improvement: The Intern ensures work meets or exceeds standards and identifies and implements ways to make job tasks or processes more efficient.

Intern Collaborator Award

Purpose

This award is given to an Intern who routinely provides a necessary, supporting role in developing/strengthening the activities of the Internship program, corporate NIH, or the IC/office in which they rotated. This individual is viewed as a solid “team player” who has provided significant, valuable input and/or volunteered for tasks that have been critical to the success of programs or projects. The purpose of this award is to encourage participation in and assumption of duties that, while not high profile in nature, are essential to the success of important projects.

Timeframe Covered by the Award

Graduating Interns may be nominated for activities/accomplishments that occurred at any point during their Internship program.

Eligibility

All Interns graduating within the calendar year are eligible to be nominated for this award.

Any NIH staff person or other federal government employee/retiree who has worked directly with a graduating Intern may submit a nomination for this award. Interns may not nominate another Intern, or themselves, for this award.

No more than two individuals will be selected to receive the Intern Collaborator Award.

Evaluation Criteria

Nominations will be evaluated based on the following criteria:

Team player: The Intern was invested and consistently involved in a multitude of “extra-rotational” activities during a specific rotation and/or throughout the course of his/her Internship term.

Communication: The Intern demonstrated consistently clear, concise and effective communication of ideas, concepts, work and assignments. Intern demonstrated the ability to distill complex topics to be easily understandable by all, while also working effectively to solicit and incorporate diverse opinions into final products/recommendations.

Supporter: The Intern played an active, but not always central role, in activities, duties, and tasks necessary to sustain or propel the Internship program, extra-rotational assignment, or IC/office in which they rotated.

Peer Recognition Award

Purpose:

This award is given to an Intern who has made significant contributions to the Intern programs and/or the Intern community as recognized by their fellow Intern colleagues. This individual consistently demonstrates an “above and beyond” attitude and is a reliable member of the Intern community. The purpose of this award is to encourage Interns to take an active role in shaping and contributing to the Intern community and the Intern programs.

Timeframe Covered by the Award:

Graduating Interns may be nominated for activities/accomplishments that occurred at any point during their Internship program.

Eligibility

All Interns graduating within the calendar year are eligible to be nominated for this award.

All Interns (including first year Interns, graduating Interns, and individuals who have graduated an Intern program in the previous calendar year) are eligible to nominate for this award. Interns may nominate across programs (i.e. a PMF may nominate an EL). Interns may not nominate themselves for this award.

No more than one individual from each of the Intern programs (AF, EL, MI, PMF Stride, or NCI-ACD) will be selected to receive the Peer Recognition Award. Interns who are selected for an Intern award (Intern of the Year, Intern Leader, Intern Innovator and Intern Collaborator) *are eligible* to receive the Peer Recognition Award.

Evaluation Criteria

Nominations will be evaluated based on the following criteria:

Resourcefulness: The Intern demonstrated the ability to meet the needs of a situation effectively with determination and creativity.

Program Commitment: The Intern demonstrated enthusiasm and dedication to the Intern community and the Intern program. The Intern went out of their way to take on responsibilities to improve the Intern programs and/or individual Intern experiences.

Teamwork: The Intern demonstrated the ability to work cooperatively with others to accomplish objectives. The Intern facilitated or actively participated within a group of individuals who are committed to their mission, and are highly motivated to combine their energy and expertise to achieve a common objective.

Outstanding Rotational Supervisor Award

Purpose

Rotational Supervisors play a key role in the Intern's development; therefore the decision to become a Rotational Supervisor is not one that is entered into lightly. The Rotational Supervisor works with the Intern to identify projects and assignments that will afford the Intern appropriate learning opportunities consistent with the Intern's Individual Development Plan. The Rotational Supervisor provides the Intern with the requisite oversight and guidance during their rotational assignment to ensure the successful completion of the rotation. In addition, the Rotational Supervisor offers constructive feedback to the Intern, thereby identifying opportunities for continued development. The purpose of the Outstanding Rotational Supervisor Award is to recognize the efforts of outstanding Rotational Supervisors who have made significant contribution towards the professional development of Interns.

Timeframe Covered by the Award

Consideration spans the entire length of the nominator's (i.e., the Intern's) Internship experience.

Eligibility

Any Rotational Supervisor who supervised a graduating Intern is eligible to receive this award. The supervisor can be nominated from any point during the Intern's program experience.

Only graduating Interns may nominate candidates for this award. The nominator (i.e., Intern) must have worked directly with the nominee during the course of their Internship. Potential nominees may come from rotational experiences that occurred either within or outside of the NIH community (i.e., outside rotations).

No more than two individuals will be selected to receive the Outstanding Rotational Supervisor award.

Evaluation Criteria

Nominations will be evaluated based on the following criteria:

Communication: The Rotational Supervisor communicated expectations and provided feedback in a clear, consistent, and constructive manner with the Intern and pertinent Program staff throughout the rotation.

Rotational Design: The rotation was designed by the supervisor, soliciting input from the Intern, and in a thoughtful, creative manner. The rotational assignments capitalized on the Intern's skill set, interests, and career goals, while exposing the Intern to key experiences.

Mentorship: The Rotational Supervisor encouraged the Intern's, growth, autonomy, and independent decision-making while maintaining an approachable demeanor at all times.

Outstanding Mentor Award

Purpose

This award recognizes the generous contribution a Mentor makes when she/he serves in this capacity and the critical role the Mentor assumes in the development of Interns. Mentoring is one way for NIH staff to enrich the professional lives of Interns by helping the Mentee to obtain appropriate and challenging rotational assignments that are targeted at helping the Intern determine their permanent position within the NIH. The Mentor serves as a role model, as well as a resource of technical and leadership expertise. The Mentor provides the knowledge necessary to help the Mentee evaluate choices and to resolve issues that arise during their programs. . The purpose of the Outstanding Mentor Award is to recognize the value of the guidance that Mentors contribute to the NIH Administrative Interns and to encourage new Mentors in the NIH community.

Timeframe Covered by the Award

The Mentoring activities must have taken place during the period of the graduating Intern's program. This term may vary for different programs.

Eligibility

The official Mentor of record of a graduating Intern is eligible to receive the Outstanding Mentor Award; an informal Mentor is not eligible for this award.

Only graduating Interns of NIH Administrative Internship Programs may nominate their Mentor of record for these awards.

No more than two individuals will be selected to receive the Outstanding Mentor Award.

Current year recipients of the NIH Director's Award for Mentoring will not be eligible for consideration for this award.

Evaluation Criteria

Nominations will be evaluated based on the following criteria:

Skill Development: The Mentor played an instrumental role in the Mentee's development of knowledge, skills or experiences that were critical to their career objectives.

General Mentoring Skills: The Mentor effectively communicated, actively listened, demonstrated patience and was available to the Intern as needed. The Mentor displayed technical expertise and leadership, and advocated on behalf of the Intern as needed; these efforts positively impacted the Mentee's experiences and professional development.

Impact on Mentee: The Mentor had a positive influence in the Intern's professional development, decision-making, and accomplishments throughout the Intern's program.

Outstanding Advocate Award

Purpose

The purpose of the Outstanding Advocate Award is to recognize those individuals that have enhanced the experience of Interns and who function as an informal “champion” for the Intern. Although having no “formal” relationship (i.e., mentor, rotational supervisor) with the Intern, this individual takes a serious interest in the Intern’s development, helping them to successfully complete a rotation or assignment and identifying ways for the Intern to grow professionally. This individual models a commitment to public service and “good corporate citizenship” through their involvement on IC or trans-NIH committees and their encouragement of the Intern to do the same.

Timeframe Covered by the Award

This award spans the entire length of the nominator’s (i.e., the Intern’s) Internship experience.

Eligibility

Colleagues of graduating Interns are eligible for nomination. The contribution may have occurred at any point during the graduating Intern’s program. The Intern and Advocate may have worked together formally or had an informal mentor relationship at any point during the Intern’s program. Potential nominees may come from rotational experiences or Intern-related activities that occurred either within or outside of the NIH community. Formal Mentors and Rotational Supervisors are not eligible to be nominated for the Outstanding Advocate Award as they have their own specially designated citations. Current or graduating Interns may not be nominated for the Outstanding Advocate Award.

Any graduating Intern may nominate someone for this award.

No more than two individuals will be selected to receive the Outstanding Advocate Award.

Evaluation Criteria

Nominations will be evaluated based on the following criteria:

Advocacy: The nominee displayed a strong interest in the Intern’s successful rotational or extra-rotational experience, providing the Intern with continual support and encouragement throughout. They maintained a consistent collegial atmosphere and recognized the Intern as a full team member.

Teaching Ability: The nominee identified learning opportunities, provided constructive feedback and allowed the Intern to shadow him/her during the rotation.

Public Service Motivation: The nominee was an excellent Corporate Citizen and served as a role model to the Intern by demonstrating myriad ways to foster and develop leadership skills and abilities.

APPENDIX:

NIH Administrative Internship Programs' Awards Nomination Form

Guidance

Use the following form to submit nominations for all NIH Administrative Internship Programs' Awards. You may submit your form electronically by filling out the PDF form on the Intern Awards website: <http://trainingcenter.nih.gov/internawards>. To submit by email, save the completed nomination form with the format Nominee Name-Award Category-Date. Example: *SmithJ-Intern Leader-2009* and send to the Executive Secretary at internawards@mail.nih.gov. **Completed nomination forms are due by 5pm on Tuesday, June 30, 2009.**

Anyone making a nomination is encouraged to review the NIH Administrative Internship Programs' Awards Handbook to assure that the nominee and nomination meet the Award criteria. A summary chart can be found on page 8-9. Pages 10-17 of the Handbook contain further information and guidelines about the various awards; **not following the guidelines may impact the rating of your nomination**. In the event that you still have questions please contact the Executive Secretary at internawards@mail.nih.gov.

The key to a well-written nomination is to give the selection committee specific information that will enable them to fully appreciate the significance of the nominee's accomplishments. The justification should focus on the nominee's accomplishments/contributions as they relate to the **specified award criteria**. Cited actions, their impact and significance are important and should be stated clearly. Examples of characteristics that the nominee might possess have been provided in the handbook. The nomination justification *need not* address all these examples; they have been given to illustrate behaviors that might merit a nomination.

Tips:

- Review the Handbook, specifically the summary chart on page 8-9 to ensure eligibility.
- Use clear, concise statements.
- Spell out all acronyms.
- Avoid statements that describe your personal beliefs or philosophies.
- Use neutral language – the actions should speak for themselves.
- Wherever possible, quantify/qualify the nominee's accomplishments with **specific examples**.

Nominator: Title: IC:	Nominee: Title: IC:
Please check the award to considered for the nominee. (<i>Note: Only 1 award per nomination</i>)	
<u>Intern Awards</u> <input type="checkbox"/> Intern Leader <input type="checkbox"/> Intern Innovator <input type="checkbox"/> Intern Collaborator <input type="checkbox"/> Peer Recognition Award	<u>Non-Intern Awards</u> <input type="checkbox"/> Outstanding Rotational Supervisor <input type="checkbox"/> Outstanding Mentor <input type="checkbox"/> Outstanding Advocate
Plaque Citation (<i>Optional</i>): <i>In recognition for/of...</i>	
Instructions: Respond to the prompt in the text box provided. Responses must not exceed <u>two</u> pages . Please address the criteria for the award in your narrative.	
What did the nominee do to warrant recognition for this award?	

**NIH Administrative Internship Programs' Awards
Nomination Form**

Nominator: Title: IC:	Nominee: Title: IC:
<i>Continued from Page 1.</i>	